

Security Disclaimer

The accredited security level for this site is: ~~TOP SECRET//SI~~ //~~NOFORN~~

ADM

SharePoint

About Newsfeed OneDrive Sites 

Home

About Us

Resources

Services

Classification Management

Search this site

UNCLASSIFIED

(b)(3) CIAAct
(b)(6)

Page Last Updated: October 20, 2014

Information Review and Release Group (IRRG)

(U) The Information Review and Release Group (IRRG) is responsible for managing the Agency's legally mandated and discretionary information release programs. This includes public and official demands pursuant to the Freedom of Information Act (FOIA) of 1966, the Privacy Act of 1974, mandatory declassification review provisions included in Executive Order 13526, and the IC-mandated Publications Review Board (PRB).

(U) A talented cadre of Information Review and Release Analysts (IRRAs) and Information Review Officers (IROs) represent each directorate and thoroughly review Agency information and equities. These dedicated officers work tirelessly to ensure the timely, accurate, and careful release of Agency material.

SUBMISSION INFORMATION**TYPE OF MATERIALS TO SUBMIT TO THE PRB**

(U) Submit all official and non-official intelligence-related materials intended for publication (the sharing of information with others), such as resumes, books, articles, academic papers, letters to the editor, screenplays, speeches, internet material, etc. Any written, oral, electronic, or other material intended for publication that mentions CIA, intelligence data or activities, or material on any subject about which you had access to classified information in the course of your employment or other contact with the Agency, must be submitted to PRB prior to sharing it with others. If unsure about whether your manuscript meets the criteria for PRB review, please ask.

WHEN TO SUBMIT YOUR DOCUMENTS

(U//~~FOUO~~) You should submit your documents at least 30 days prior to when you actually need it returned to you. Per regulation, this is the standard time frame for a review, however, lengthy and complex submissions may take longer to review. For resumes, if you served in more than one directorate or other IC components, your submission may require additional coordination. Keep in mind that the PRB serves a very large population and has many competing priorities. Please allow ample time to give your manuscript the time and attention it deserves. When possible, we try to accommodate shorter deadlines.

HOW TO SUBMIT FOR REVIEW

(U) You may email, mail, or fax your manuscript or resume to the PRB via the submission contact information provided on this page, contingent upon your overt or covert status. Please provide the name of your Agency staff supervisor or Program Manager/COTR, and a reasonable deadline. You must also complete an Outside Activities Request (Form 879) through the Office of Security for any non-official manuscript. If you are submitting a resume for review, you do not need to complete an Outside Activities Request form. For a complete list of publications that do not require a Form 879, see the Outside Activities Wiki.

Please include the following information with each submission:

Full Name

Contact Information

Preferred Due Date

Supervisor or PM/COTR Name

Clearly indicate in the subject line whether it is a resume or manuscript submission

WHERE TO SUBMIT PUBLICATIONS & RESUMES

(b)(3) CIAAct

(U//FOUO) iCE Users*:

(b)(3) NatSecAct

(U) Unclassified email*:

*Please send submissions as a single attachment.

(b)(3) CIAAct

Mailing Addresses

USPS: CIA Publications Review Board

(b)(3) NatSecAct

[redacted]
Washington, D.C. 20505

(b)(3) CIAAct

UPS or FedEx Delivery:

[redacted]

(b)(3) CIAAct

(b)(3) CIAAct
(b)(3) NatSecAct**Cover Concerns**

—
—

(U//AIUO) **Cover Resumes Lotus Notes:** [redacted]
(For resumes that include periods of cover)

(b)(3) CIAAct
(b)(3) NatSecAct**Faxes**

Fax Number: [redacted]

(b)(3) CIAAct

For information on how to submit material for review, please go to PRD's wiki: [redacted]

(b)(3) NatSecAct

COVER CONCERNS

(U//AIUO) Covert employees should contact the PRB for applicable covert submission procedures. Do not contact the PRB via unclassified channels.

WHERE TO PREPARE YOUR DOCUMENTS

(U//AIUO) We prefer that you draft your documents in a classified environment and submit them directly to the PRB. However, you may submit your document via the Internet if you are overt or are on an unclassified contract (i.e., [redacted]).

(b)(3) NatSecAct

IMS Org Chart	RMTG Org Chart	CMCG Org Chart	IRRG Org Chart	CIAlink	IMTOs	People Finder
IMS Internal Page	RMTG Internal Page	CMCG Internal Page	IRRG Internal Page	CIO	Feedback	Intel Community

UNCLASSIFIED

(b)(3) NatSecAct